

# Contract User Guide for FAC103

## FAC103: Landscaping Services, Snow Removal, Tree Care and Related Services Contract

UPDATED: 4/11/18

<b>Contract #:</b>	FAC103
<b>MMARS MA #:</b>	FAC103*
<b>Initial Contract Term:</b>	04/01/2018 –03/31/2021
<b>Maximum End Date:</b>	Options to renew: Two (2) 1 year options for maximum end date of 03/1/2023
<b>Current Contract Term:</b>	04/01/18-3/31/2021
<b>Contract Manager:</b>	Gayle Gionet, 617-720-3381, <a href="mailto:gayle.gionet@state.ma.us">gayle.gionet@state.ma.us</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service Disabled Veteran-Owned Business
<b>UNSPSC Codes:</b>	
<b>70-11-17</b>	Parks and gardens and orchards
<b>72-10-29</b>	Facility maintenance and repair services
<b>30-12-00</b>	Roads and Landscape
<b>70-11-15</b>	Plants and ornamental trees
<b>70-17-17</b>	Irrigation

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# Contract User Guide for FAC103

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## Contract Summary

This is a Statewide Contract for FAC103, Landscaping and Grounds Keeping Services, Snow Removal, Tree Services, Invasive Plant Control, Outdoor Integrated Pest Management, Irrigation and Related Services.

## Contract Exclusions and Related Statewide Contracts

This contract is not intended to replace contracts: (1) FAC104 Statewide Contract for Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service, (2) FAC88 Statewide Contract for Lawns and Grounds, Equipment, Parts and Services; or (3) FAC92 Integrated Pest Management; or (4) TRD02 category for Catch Basin Cleaning.

## Contract Categories

This contract includes six (6) categories of products/service as listed below.

**Category 1: Landscaping and Grounds Keeping Services**

**Category 2: Snow Removal Services**

Sub-Category 2a: Snow Removal

Sub-Category 2b: Emergency / Large Scale Snow Removal

**Category 3: Tree Services**

**Category 4: Invasive Plant Control**

Sub-Category 4a: Invasive Plant Control Surveying

Sub-Category 4b: Invasive Plant Control Treatment

**Category 5: Outdoor Integrated Pest Management**

**Category 6: Irrigation System Services and Repairs**

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- **Contractor Competition** – The contract provides access to a wide range of contractors and services and enables users to obtain quotes and negotiate competitive rates.
- **Bidder Qualification** – The Strategic Sourcing Services Team (SSST) reviewed each bidder's qualifications to provide services in the awarded categories. As a result, contract users are able to concentrate on the specific requirements of their projects and on negotiating the most competitive pricing.



## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://COMMBUYS.com) and search for FAC103 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for FAC103 visit Master Blanket [PO-18-1080-OSD03-SRC3-12876](#) to find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://COMMBUYS.com) and search for FAC103 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for FAC103 and can be accessed directly by visiting Master Blanket [PO-18-1080-OSD03-SRC3-12876](#)
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Construction Requirements

Several covered services will include construction services, up to a maximum of \$50,000 per engagement, and as such will be subject to the Massachusetts Prevailing Wage Program and other applicable terms required by the Eligible Entity. Certain services will also be subject to OSHA rules and regulations; it is the contractor's responsibility to ensure that it complies with all applicable safety and workplace legal requirements.



Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: [www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf](http://www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf). It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at [mass.gov/ig/procurement-assistance](http://mass.gov/ig/procurement-assistance). Access the 30B Hotline at 617-722-8838 or email them at: [30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

### Pricing Options

**Pricing and buying details:** Service pricing for each facility or project is established based on the contractors' responses to requests for quotes issued by Eligible Entities.

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.

Pricing may be found by the [vendor information](#) page, where links to all the MBPO's should be provided

### 1. Compensation Structure/Pricing

Pricing for services under this contract will be determined through a quotation process for each job or scope of service. Quotations will be based on the hourly labor rates and /or other rates negotiated between the contractor and the Eligible Entity and as specified in the Statement of Work (SOW). The Eligible Entity will determine the format in which quotations for their specific project will be collected, including but not limited to: service rates; project totals; separate rates for specific deliverables; and others. The contractor is required to provide specific and transparent pricing in all Requests for Quotes (RFQ) responses. The negotiated price will be published in COMMBUYS by the

Eligible Entity as part of the contract record. All rates under this contract will be “Not-to-Exceed” or “Ceiling” rates, and lower rates may be offered to Eligible Entities based on the specific requirements.

- a. For each applicable category, the contractors are to include a Not-to-Exceed /Ceiling Rate during the bid process.
- b. Most engagements will not be bid at the Ceiling Rate. The contractor and the Eligible Entity may negotiate for lower rates based on the specific requirement of each job or scope of service. It is understood that additional rates, including but not limited to equipment use, materials, and permits may apply; however, the Eligible Entity must be informed about all applicable rates at the time of the Request for Quotes (RFQ) response.

### Pricing for Products and Materials Incidental to the Service

Products and materials sold under this contract and used for landscaping, outdoor application, deicing and other purposes must be used exclusively for installation, application or other use in the course of performing the service under this contract. The markup over the Contractor’s purchase cost of such products, if any, **may not exceed 10%**. When requested by the Eligible Entity, the Contractor must provide documentation demonstrating the product or material costs and the markup applied, as evidence of the Contractor’s compliance with this provision.

### Obtaining Quotes

Contract users should always reference FAC103 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

**Quotes:** Eligible Entities must solicit quotes from at least three (3) contractors to determine which contractor can provide the best value for each service or project. The minimum requirement is that Eligible Entities *contact* the three contractors for quotes; you are not required to receive responses from all three contacted contractors.

Eligible Entities will determine the format in which quotations for their specific project will be collected, including but not limited to: service rates; project totals; separate rates for specific deliverables; and others.

Contractors are expected to adhere to the following quotation process, unless the Eligible Entity requests a different process:

- Contractors must respond to a service call by an Eligible Entity within 24 hours.
- Contractors must be available for a site visit, at **no cost** to the Eligible Entity, within 48 hours of the service call.



- Contractors must, at no cost to the Eligible Entity, provide a quote to the Eligible Entity within 72 hours of the service call.

The quote selected by the Eligible Entity for award will serve as the basis for a service agreement and will establish the Eligible Entity's maximum financial obligation under the agreement. The RFR contains the following language protecting the Eligible Entity from additional charges:

*No pleas of ignorance of pre-existing conditions affecting the cost or quality of service will be accepted by the Eligible Entity or the SSST as an excuse for any failure or omission on the part of the Contractor to fulfill every detail of all requirements of the documents governing the work. Contractors will not be allowed any extra compensation for additional work they may have to complete of which they should have been aware through their own surveillance prior to submitting the quote.*

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Purchase Orders section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

#### Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

The following services on the contract are considered construction services:

- Planting services
- Tree trimming and removal
- Excavation
- Vacuum Excavation
- Grading

For all quotes that do not involve construction, award should be best value.

**Negotiation:** Eligible Entities may negotiate with the apparent winner(s) of the quotation process in order to enhance the value of the agreement.



**Price Adjustments:** In cases where the Eligible Entity's instructions, or circumstances arising in the course of performing the service, require an adjustment to the quote previously issued by the Contractor, the Eligible Entity's express approval will be required for such a change.

### Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

When contacting a vendor on statewide contract, always reference FAC103 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How to Purchase From the Contract

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer is to create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.



- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

## How to use this contract in COMMBUYS

### Contract Structure

This contract has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, award and place the order through COMMBUYS.

There are 38 total vendors on this contract and 6 different distributor model Master Blanket Purchase Orders (MBPO). Each MBPO contains a list of the vendors for the specific category they have been awarded and one MBPO Master Contract Record with all vendors. The MBPO Master Contract Record with all 38 vendors is to be used to seek quotes for work that requires multiple categories; use the Contractor Category Chart (attached to this user guide) to determine which vendors provide the required services in each category.

### How to place an order

At least three (3) quotes must be solicited from vendors on this contract.

**Executive Departments:** All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).





**Eligible Entities:** All other Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number FAC103 when contacting the vendor for quotes or placing an order.

Contact the COMMBUYS help desk at 888-627-8283 if you require assistance creating a bid or purchase order in COMMBUYS.



## FAC103 Master Blanket Purchase Orders:

Master Blanket Purchase Order:	Categories Short Description
<a href="#">PO-18-1080-OSD03-SRC3-12876</a>	<b>Master Contract Record: Go here to find all RFR and contract related records.</b>
<a href="#">PO-18-1080-OSD03-SRC3-13006</a>	<b>Category 1: Landscaping and Grounds Keeping Services</b>
<a href="#">PO-18-1080-OSD03-SRC3-13007</a>	<b>Category 2: Snow Removal</b> Sub Category 2a: Snow Removal Sub Category 2b: Emergency /Large Scale Snow Removal
<a href="#">PO-18-1080-OSD03-SRC3-13008</a>	<b>Category 3: Tree Services</b>
<a href="#">PO-18-1080-OSD03-SRC3-13009</a>	<b>Category 4: Invasive Plant Control</b> Sub Category 4a: Invasive Plant Control Surveying Sub Category 4b: Invasive Plant Control Treatment
<a href="#">PO-18-1080-OSD03-SRC3-13010</a>	<b>Category 5: Outdoor Integrated Pest Management</b>
<a href="#">PO-18-1080-OSD03-SRC3-13011</a>	<b>Category 6: Irrigation System Service and Repair</b>

## Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the [COMMBUYS website](#), click on “Contracts & Bid Search” then search by Contract/Blanket Description FAC103 to locate the following contract information under the “Attachment” tab:

- **Contract User Guide** – the latest version of this document
- **Request for Response (RFR) FAC103** – the original solicitation document containing complete service specifications for this contract.
- **Purchase Order Form for Cities and Towns** – a form designed to help Eligible Entities document their service relationships with Contractors.
- **Contractors, Regions, and Prompt Payment Discount** – a spreadsheet with Contractor contact information, awarded categories and regions, and prompt payment discount information.

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## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@state.ma.us](mailto:Comptroller.Info@state.ma.us) for additional support.

## Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** discount is negotiated to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock

## If the Needed Product Can Not be Found

If a service cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the service meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.



### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than six (6) months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

### Memorandum of Understanding/Statement of Work

Buyers should be sure that all associated documents reference the statewide contract by its number FAC103.

### Contract Counties/Regions

Contractors offer services either on a statewide or regional basis. The list of regions for this contract is provided in Appendix B: FAC103 Counties and Regions. If an Eligible Entity fails to obtain sufficient quote responses or service coverage from statewide and regional contractors in its own region, the Eligible Entity at its discretion may solicit quotes from contractors awarded in contiguous regions.

### Travel Time, Travel Expenses and Other Business Expenses

- **Expenses and travel associated with providing a quote.** All quotes provided under this contract are free of charge to the Eligible Entities. Consequently, Contractors may not charge Eligible Entities for expenses and travel associated with providing quotes for services.
- **Travel time to project site.** Contractors may charge for travel time from the Bidder's company location or the employee's residence, whichever is closer, to the project site only if the Contractor has a policy of paying employees for such travel. Travel charges, if any, must be included in the service and project quotes. Upon request, Contractors are required to submit payroll records showing that employees were paid for travel if the Eligible Entity was billed for it. This contract will not include any travel-time minimums or mobilization charges, so such charges may not be included in service and project quotes.
- **Reimbursable Expenses.** In rare situations, such as emergencies that require Contractor staff to stay at a remote location for an extended period of time, Eligible Entities may choose to reimburse the Contractor's expenses. Such reimbursement may only take place with prior authorization from the Eligible Entity but in no case will the amount be more than that allowed for Commonwealth of Massachusetts employees (search for the term "Red Book" on [Massachusetts Human Resources Division Website](#)) or equivalent publication applicable to Eligible Entities that are not Commonwealth departments.



### Summary of Contractor Qualifications

The following is a summary of contractor qualifications that have been reviewed prior to awarding each contractor. The complete description of qualifications and specifications for all contractors and those for specific categories is provided in the Request for Response (RFR) document FAC103, posted under the “Attachment” tab of this contract on COMMBUYS.

#### Company experience:

Business background- All contractors must have been providing services consistent with the RFR for at least three (3) years.

#### Services

##### a. Services Performed

Vendors must be capable of providing all supervision, labor, materials and equipment required to deliver services in their categories.

##### b. Subcontractors

Vendors must identify any subcontractors that will be used under the FAC103 Statewide Contract including the names of subcontractors, summaries of products /services the subcontractor intends to provide under this contract.

##### c. Emergency Service Pricing

If this pricing method is used, a performance guarantee is expected from the Contractor.

- Indicate a written Continuity of Operations Plan (COOP) that describes how the company will continue to do business in case of an emergency, including both statewide and company.
- Vendor to provide a list of emergency contact information including name, position/title, phone, email and cell phone.
- A list of the Vendor’s building location (s) that would be available to serve the Commonwealth during an emergency.
- A description of the areas of Massachusetts that the Vendor is to supply in the event of an emergency (e.g., Entire State, Specific City or Region).

#### Specific Regulatory/Legal Requirement of Note:

State and Federal Regulation /Law



- Contractors must be aware and follow the requirements of all applicable fire regulations, including but not limited to 527 CMR 17.05, which is available at:  
<http://www.mass.gov/eopss/agencies/dfs/osfm/fire-prev/527-cmr-index.html>.
- Bidders must comply with applicable state and federal employment laws or regulations, including Worker's Compensation Insurance, Comprehensive General Liability Insurance and Comprehensive Business Motor Vehicle Liability Insurance as required by M.G.L. Chapter 152. Specifications for insurance requirement can be found under Insurance Section of the FAC103 RFR document.

Eligible Entities may choose to ask for evidence of compliance with these qualifications (e.g. copies of pesticide applicator licenses for specific individuals involved in a project) and include additional qualifications and specifications into scopes of work, requests for quotes and service agreements. It is strongly recommended that Eligible Entities inform Contractors of all the qualifications and specifications required for the service or project being quoted in advance of the deadline for quotes.



### **FAC103 Strategic Sourcing Team Members**

**Timothy Barwise**, Department of Conservation and Recreation (DCR)

**Matthew Chester**, Operational Services Division (OSD)

**Nancy Conboy**, Department of Mental Health (DMH)

**Lauren Curley**, Massachusetts Bay Community College

**Deanne Daneau**, Department of Environmental Protection (DEP)

**Dennis Fitzpatrick**, Department of Conservation and Recreation (DCR)

**Ben Gardner**, Department of Conservation and Recreation (DCR)

**Gayle Gionet**, Operational Services Division (OSD)

**Hillary Hallberg**, Massachusetts Bay Transportation Authority (MBTA)

**Coleen Kelter**, Operational Services Division (OSD)

**Benjamin Mazzei**, Massachusetts Division of Fisheries & Wildlife (FWE)

**Ariola Molla**, Department of Conservation and Recreation (DCR)

**Nathan Rawding**, Department of Transportation (DOT)

**Owen Silbaugh**, Department of Transportation (DOT)





OPERATIONAL SERVICES DIVISION

# Contract User Guide for FAC103

## List of MBPOs

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD)
BHD Lawn and Building Services	PO-18-1080-OSD03-SRC3-12876	VC0000488092 Line 1	Justin Bendzewica	978-453-0284	<a href="mailto:Justin@bhdcompany.com">Justin@bhdcompany.com</a>	Cat. 1, 2	1% 10 days; 0% 15 days; 0% 20 days; 0% 30 days
Cicoria Tree and Crane Service, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000167298 Line 2	Mark Cicoria	978-922-5500	<a href="mailto:info@cicoriatree.com">info@cicoriatree.com</a>	Cat. 3, 5	5% 10 days; 4% 15 days; 4% 20 days; 2% 30 days
Cryan Landscape Contractors, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000975568 Line 39	Robert Ryan, P.E.	508-455-8787	<a href="mailto:Robryan29@aol.com">Robryan29@aol.com</a> , <a href="mailto:rob@cryanlandscape.com">rob@cryanlandscape.com</a>	Cat. 1, 2	4% 10 days; 3% 15 days; 2% 20 days; 1% 30 days
Dolan Draper, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000182832 Line 3	Henry Donlon	617-957-8988	<a href="mailto:DDTreeland@aol.com">DDTreeland@aol.com</a>	Cat. 1, 2, 3,	2% 10 days; 1% 15 days; 1% 20 days; 1% 30 days
EZ Landscaping, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000176755 Line 5	Paul Esdra, Scott Bragan	781-599-0770	<a href="mailto:ezland@verizon.net">ezland@verizon.net</a>	Cat. 1, 2, 6	0% 10 days; 0% 15 days; 1% 20 days; 2% 30 days
Favreau Forestry, LLC	PO-18-1080-OSD03-SRC3-12876	VC0000535498 Line 6	Brian Favreau, Lee Laflamme	978-706-1038	<a href="mailto:OfficeManager@FavreauForestry.com">OfficeManager@FavreauForestry.co m</a>	Cat. 3	1% 10 days; 1% 15 days; 0.5% 20 days; 0.5% 30 days

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD)
Gardens Are, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000449524 Line 7	Donald Bishop	888-526-7771	<a href="mailto:Comm.pass@gardensare.com">Comm.pass@gardensare.com</a>	Cat. 1, 2, 3, 4, 5, 6 ALL	10% 10 days; 0% 15 days; 0% 20 days; 0% 30 days
Gatsby Grounds, Co., Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000524171 Line 8	Kimberly Cole	978-582-1594	<a href="mailto:kcole@gatsbygrounds.com">kcole@gatsbygrounds.com</a>	Cat. 1	5% 10 days; 4% 15 days; 3% 20 days; 1% 30 days
Gleason Johndrow Landscaping, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000791113 Line 9	Anthony Gleason	413-727-8820	<a href="mailto:Anthony@gleasonjohndrowlandscaping.com">Anthony@gleasonjohndrowlandscaping.com</a>	Cat. 1, 2, 6	2% 10 days; 1% 15 days; 1% 20 days; 0% 30 days
Green Acres, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000609048 Line 10	Michael Colecchia	617-839-8957	<a href="mailto:greenacreslandscaping@comcast.net">greenacreslandscaping@comcast.net</a>	Cat. 1, 2, 6	0% 10 days; 0% 15 days; 0% 20 days; 5% 30 days
GTA Landscaping, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000187721 Line 11	Greg Antonelli	617-939-6403	<a href="mailto:greg@gtacoinc.com">greg@gtacoinc.com</a>	Cat. 1, 2	2% 10 days; 2% 15 days; 2% 20 days; 2% 30 days
Iron Tree Service, LLC	PO-18-1080-OSD03-SRC3-12876	VC0000610634 Line 12	Eric J. Roensch	978-500-6646	<a href="mailto:Eric@IronTreeService.com">Eric@IronTreeService.com</a>	Cat. 1, 2, 3	0.5% 10 days; 0.25% 15 days; 0.25% 20 days; 0% 30 days
J.Marchese & sons, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000219742 Line 13	Scott Karpinski	617-212-1515	<a href="mailto:sakmarchese@aol.com">sakmarchese@aol.com</a>	Cat. 2	2% 10 days; 1.5% 15 days; 1% 20 days; 0% 30 days

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD)
KeenKut Landscaping	PO-18-1080-OSD03-SRC3-12876	VC0000790794 Line 14	Lonnie Keene	413-896-9240	<a href="mailto:keenkutls@comcast.net">keenkutls@comcast.net</a>	Cat. 1, 2	5% 10 days; 0% 15 days; 0% 20 days; 0% 30 days
Lavoie Horticulture	PO-18-1080-OSD03-SRC3-12876	VC0000826766 Line 15	Mark Lavoie	413-355-0200	<a href="mailto:mark@lavoiehorticulture.com">mark@lavoiehorticulture.com</a>	Cat. 1, 4	0% 10 days; 2% 15 days; 0% 20 days; 0% 30 days
Leahy Landscaping, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000127641 Line 16	Colton Eaton	978-479-3733	<a href="mailto:ceaton@leahylandscaping.com">ceaton@leahylandscaping.com</a>	Cat. 1, 2, 3, 6	2% 10 days; 1.5% 15 days; 1% 20 days; 1% 30 days
Maltby & Co., Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000431763 Line 17	Marc Hansen	617-719-6230	<a href="mailto:info@maltbytree.com">info@maltbytree.com</a>	Cat. 1, 3, 4, 5	5% 10 days; 4% 15 days; 3% 20 days; 2% 30 days
Mayer Tree Service, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000189677 Line 18	Michael J. Duchemin	978-768-6999	<a href="mailto:michaeld@mayer-tree.com">michaeld@mayer-tree.com</a>	Cat. 1, 2, 3, 5	1% 10 days; 0.5% 15 days; 0.5% 20 days; 0% 30 days
Mountain View Landscapes & Lawncare, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000167772 Line 19	Mark Lacombe	413-377-6166	<a href="mailto:markl@mountainviewinc.com">markl@mountainviewinc.com</a>	Cat. 1, 2, 6	2% 10 days; 1.5% 15 days; 1% 20 days; 0.5% 30 days
North-Eastern Tree Service, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000324684 Line 20	Michael S. Sepe	401-941-7204	<a href="mailto:Netree444@yahoo.com">Netree444@yahoo.com</a>	Cat. 1, 3, 4,	1% 10 days; 0.5% 15 days; 0% 20 days; 0% 30 days

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD)
Northern Tree Service, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000160187 Line 21	Kathy Cambo	800-232-6132 413-283-9283	<a href="mailto:ckcambo@northerntree.com">ckcambo@northerntree.com</a>	Cat. 1, 2, 3, 4, 5	2% 10 days; 1.5% 15 days; 1% 20 days; 0.5% 30 days
Omasta Landscaping, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000405236 Line 22	Gregory J. Omasta	413-584-2550	<a href="mailto:greg@omastalandscaping.com">greg@omastalandscaping.com</a> <a href="mailto:cathy@omastalandscaping.com">cathy@omastalandscaping.com</a>	Cat. 1, 4, 5, 6	2% 10 days; 2% 15 days; 1% 20 days; 0% 30 days
PA Landers, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000165473 Line 23	Robert A. Haggerty, Jr.	781-826-8818	<a href="mailto:bhaggerty@palanders.com">bhaggerty@palanders.com</a>	Cat. 1, 2	0.5% 10 days; 0% 15 days; 0% 20 days; 0% 30 days
Pioneer Landscapes, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000188162 Line 24	Brian Campedelli	413-527-0852 ext. 101	<a href="mailto:plilawncare@rcn.com">plilawncare@rcn.com</a>	Cat. 1, 2, 4, 6	3% 10 days; 2% 15 days; 1% 20 days; 0% 30 days
Plumley Landscape, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000462662 Line 25	David Plumley	413-862-4749 413-209-0270	<a href="mailto:plumleylandscape@me.com">plumleylandscape@me.com</a>	Cat. 1, 2, 3, 4, 5, 6 ALL	0% 10 days; 0% 15 days; 3% 20 days; 0% 30 days
Randolph Rail and Iron dba/Riteway Construction	PO-18-1080-OSD03-SRC3-12876	VC6000178114 Line 26	Richard Brewer	781-986-4549	<a href="mailto:ritewayconst@hotmail.com">ritewayconst@hotmail.com</a>	Cat. 1, 2, 3	2% 10 days; 0% 15 days; 0% 20 days; 0% 30 days
JCBM Enterprises Inc. dba/ S & K Lawn Care	PO-18-1080-OSD03-SRC3-12876	VC7000072474 Line 27	Joan Metcalf	413-267-3100	<a href="mailto:Joanskla@gmail.com">Joanskla@gmail.com</a>	Cat. 1, 2	2% 10 days; 1% 15 days; 1% 20 days; 0% 30 days

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD)
Shrewsbury Landscapes, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000603343 Line 28	Kevin P. Lyons	508-842-6800	<a href="mailto:info@shrewsburylandscapes.com">info@shrewsburylandscapes.com</a>	Cat. 1, 6	2% 10 days; 1% 15 days; 1% 20 days; 0% 30 days
SSE LLC dba/ Great Horizons Property Services & Landscape	PO-18-1080-OSD03-SRC3-12876	VC0000975574 Line 40	Dhaval Patel	603-772-0200	<a href="mailto:info@greathorizonslandscaping.com">info@greathorizonslandscaping.com</a>	Cat. 1	2% 10 days; 1.5% 15 days; 1% 20 days; 0.5% 30 days
Stockbridge Construction Co.	PO-18-1080-OSD03-SRC3-12876	VC6000160773 Line 30	Charles Kupfer	508-865-3042	<a href="mailto:chachakupfer@yahoo.com">chachakupfer@yahoo.com</a>	Cat. 1, 2, 3, 6	2% 10 days; 1% 15 days; 0% 20 days; 0% 30 days
SumCo Eco-Contracting, LLC	PO-18-1080-OSD03-SRC3-12876	VC0000314022 Line 31	Richard Sumner	978-744-1515	<a href="mailto:csumner@sumcoeco.com">csumner@sumcoeco.com</a>	Cat. 1, 4	1.5% 10 days; 1% 15 days; 0.5% 20 days; 0% 30 days
The Green Lawn Company, Inc.	PO-18-1080-OSD03-SRC3-12876	VC0000754452 Line 32	Dawn Cunningham	978-970-3900	<a href="mailto:sprinklers@greenlawnco.com">sprinklers@greenlawnco.com</a>	Cat. 6	1% 10 days; 0% 15 days; 0% 20 days; 0% 30 days
Bill Tompkins Corporation	PO-18-1080-OSD03-SRC3-12876	VC6000187141 Line 33	William W. Tompkins	978-687-2152	<a href="mailto:billtompkins@comcast.net">billtompkins@comcast.net</a>	Cat. 1, 2, 4, 5, 6	2% 10 days; 1% 15 days; 0% 20 days; 0% 30 days
TR Landworks, LLC	PO-18-1080-OSD03-SRC3-12876	VC0000380441 Line 34	Theodore D'Onofrio	860-413-9974	<a href="mailto:ted@trlandworks.com">ted@trlandworks.com</a>	Cat. 1, 3	2% 10 days; 1% 15 days; 0% 20 days; 0% 30 days

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD)
ValleyCrest dba/ BrightView Landscapes, LLC	PO-18-1080-OSD03-SRC3-12876	VC0000561233 Line 35	David Palmer	617-593-5229	<a href="mailto:David.Palmer@brightview.com">David.Palmer@brightview.com</a>	Cat. 1, 2, 3, 5, 6	1% 10 days; 0.75% 15 days; 0.50% 20 days; 0.25% 30 days
Vegetation Control Service, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000159939 Line 36	Andrew Powers	508-868-3994	<a href="mailto:apowers@vegetationcontrol.com">apowers@vegetationcontrol.com</a>	Cat. 3, 4	2% 10 days; 1.5% 15 days; 1% 20 days; 0% 30 days
Wells Landscaping, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000179567 Line 37	Karl D. Wells	781-963-6017	<a href="mailto:theoffice@wellslandscaping.com">theoffice@wellslandscaping.com</a>	Cat. 1, 2	5% 10 days; 4% 15 days; 3% 20 days; 2% 30 days
Zak's Construction Services, Inc.	PO-18-1080-OSD03-SRC3-12876	VC6000185498 Line 39	Gregory Zakrzewski	413-527-4440	<a href="mailto:Pavezak54@msn.com">Pavezak54@msn.com</a>	Cat. 1, 2	2% 10 days; 2% 15 days; 2% 20 days; 1% 30 days

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## Appendix A: Vendor Categories and Regions

FAC103 VENDORS <small>Rev. 4/1/18</small>	CATEGORIES						REGIONS								
	#1: Landscaping and Grounds Keeping	#2: Snow Removal	#3: Tree Services	#4: Invasive Plant Control	#5: Outdoor IPM	#6: Irrigation System Service and Repair	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9
BHD Lawn and Building Services, Inc.	X	X					X	X	X		X				
Cicoria Tree and Crane Service, Inc.			X		X		X	X							
Cryan Landscape Contractors, Inc.	X	X					X		X	X	X				
Donlon Draper, Inc.	X	X	X				X	X	X		Only Medway, Millis, and Natick				
EZ Landscaping, Inc.	X	X				X	X	X							
Favreau Forestry, LLC			X				X	X	X	X	X	X	X	X	X
Gardens Are, Inc.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Gatsby Grounds Company, Inc.	X						X				X	X			
Gleason Johndrow Landscaping, Inc.	X	X				X	X	X	X	X	X	X	X	X	X
Green Acres, Inc.	X	X				X	X	X	X	X	X	X	X	X	X
GTA Landscaping, Inc.	X	X					X	X							
Iron Tree Service, LLC	X	X	X				X	X	X	X	X	X	X	X	X
J.Marchese & Sons, Inc.		X					X	X							
KeenKut Landscaping	X	X					X	X	X	X	X	X	X	X	X
Lavoie Horticulture	X			X			X	X	X	X	X	X	X	X	X
Leahy Landscaping, Inc.	X	X	X			X	X	X	X						
Maltby & Co., Inc.	X		X	X	X		X	X	X	X	X	X			
Mayer Tree Service, Inc.	X	X	X		X		X	X	X	X	X	X	X	X	X
Mountain View Landscapes and Lawncare, Inc.	X	X				X	X	X	X	X	X	X	X	X	X
Northeastern DBA North-Eastern Tree Service, Inc.	X		X	X			X		X	X	X				
Northern Tree Service, Inc.	X	X	X	X	X		X	X	X	X	X	X	X	X	X
Omasta Landscaping, Inc.	X			X	X	X						X	X		
P A LANDERS, INC	X	X					X		X	X					
Pioneer Landscapes, Inc.	X	X		X		X	X	X	X		X	X	X	X	
Plumley Landscape, Inc	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Randolph Rail and Iron Construction	X	X	X				X	X	X	X	X				
JCBM / dba S & K Lawn Care	X	X									X	X	X		
Shrewsbury Landscapes, Inc.	X					X	X	X	X	X	X	X	X	X	X
SSE LLC dba Great Horizons Property Services & Landscaping	X							X							
Stockbridge Construction Company	X	X	X			X	X	X	X	X	X	X	X	X	
SumCo Eco-Contracting, LLC	X			X			X	X	X	X	X	X	X	X	X
The Green Lawn Sprinkler Company Inc.						X	X	X			X	X			
Bill Tompkins Corporation	X	X		X	X	X	X	X			X				
TR Landworks, LLC	X		X				X	X	X	X	X	X	X	X	X
ValleyCrest Landscape / BrightView Landscapes LLC	X	X	X		X	X	X	X	X	X	X				
Vegetation Control Service, Inc.			X	X			X	X	X	X	X	X	X	X	X
Wells Landscaping Inc.	X	X					X	X	X	X	X				
Zak's Construction Services, Inc.	X	X										X	X	X	

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## Appendix B: FAC103 Counties and Regions

Region 1	Region 2	Region 3	Region 4	Region 5	Region 5	Region 6	Region 7	Region 8	Region 9
ARLINGTON	AMESBURY	ABINGTON	BARNSTABLE	ACTON	OAKHAM	ASHBURNHAM	AGAWAM	ADAMS	AQUINNAH
BELMONT	ANDOVER	ACUSHNET	BOURNE	ASHLAND	OXFORD	ASHBY	AMHERST	ALFORD	CHILMARK
BOSTON	BEVERLY	ATTLEBORO	BREWSTER	AUBURN	PAXTON	ATHOL	ASHFIELD	BECKET	EDGARTOWN
BRAINTREE	BOXFORD	AVON	CHATHAM	AYER	PEPPERELL	BERNARDSTON	BELCHERTOWN	CHESHIRE	NANTUCKET
BROOKLINE	DANVERS	BERKLEY	DENNIS	BARRE	PETERSHAM	BUCKLAND	BLANDFORD	CLARKSBURG	OAK BLUFFS
BURLINGTON	DRACUT	BRIDGEWATER	EASTHAM	BEDFORD	PRINCETON	CHARLEMONT	BRIMFIELD	DALTON	TISBURY
CAMBRIDGE	ESSEX	BROCKTON	FALMOUTH	BELLINGHAM	RUTLAND	COLRAIN	CHESTER	EGREMONT	WEST TISBURY
CANTON	GEORGETOWN	CARVER	GOSNOLD	BERLIN	SHERBORN	DEERFIELD	CHESTERFIELD	FLORIDA	
CHELSEA	GLOUCESTER	DARTMOUTH	HARWICH	BILLERICA	SHIRLEY	ERVING	CHICOPEE	GREAT BARRINGTON	OTHER ISLAND
COHASSET	GROVELAND	DIGHTON	MASHPEE	BLACKSTONE	SHREWSBURY	FITCHBURG	CONWAY	HANCOCK	COMMUNITIES
DEDHAM	HAMILTON	DUXBURY	ORLEANS	BOLTON	SOUTHBOROUGH	GARDNER	CUMMINGTON	HINSDALE	
DOVER	HAVERHILL	EAST BRIDGEWATER	PROVINCETOWN	BOXBOROUGH	SOUTHBRIDGE	GILL	EAST LONGMEADOW	LANESBOROUGH	
EVERETT	IPSWICH	EASTON	SANDWICH	BOYLSTON	SPENCER	GREENFIELD	EASTHAMPTON	LEE	
HINGHAM	LAWRENCE	FAIRHAVEN	TRURO	BROOKFIELD	STERLING	HAWLEY	GOSHEN	LENOX	
HOLBROOK	LOWELL	FALL RIVER	WELLFLEET	CARLISLE	STOW	HEATH	GRANBY	MONROE	
HULL	LYNN	FOXBOROUGH	YARMOUTH	CHARLTON	STURBRIDGE	LEOMINSTER	GRANVILLE	MONTEREY	
LEXINGTON	LYNNFIELD	FREETOWN		CHELMSFORD	SUDBURY	LEVERETT	HADLEY	MOUNT WASHINGTON	
LINCOLN	MANCHESTER	HALIFAX		CLINTON	SUTTON	LEYDEN	HAMPDEN	NEW ASHFORD	
MALDEN	MARBLEHEAD	HANOVER		CONCORD	TYNGSBOROUGH	LUNENBURG	HATFIELD	NEW MARLBOROUGH	
MEDFORD	MERRIMAC	HANSON		DOUGLAS	UPTON	MONTAGUE	HOLLAND	NORTH ADAMS	
MELROSE	METHUEN	KINGSTON		DUDLEY	UXBRIDGE	NEW SALEM	HOLYOKE	OTIS	
MILTON	MIDDLETON	LAKEVILLE		DUNSTABLE	WARREN	NORTHFIELD	HUNTINGTON	PERU	
NEEDHAM	NAHANT	MANSFIELD		EAST BROOKFIELD	WAYLAND	ORANGE	LONGMEADOW	PITTSFIELD	
NEWTON	NEWBURY	MARION		FRAMINGHAM	WEBSTER	PELHAM	LUDLOW	RICHMOND	
NORWOOD	NEWBURYPORT	MARSHFIELD		FRANKLIN	WEST BOYLSTON	PHILLIPSTON	MIDDLEFIELD	SANDSFIELD	
QUINCY	NORTH ANDOVER	MATTAPOISETT		GRAFTON	WEST BROOKFIELD	ROWE	MONSON	SAVOY	
RANDOLPH	NORTH READING	MEDFIELD		GROTON	WESTBOROUGH	ROYALSTON	MONTGOMERY	SHEFFIELD	
REVERE	PEABODY	MIDDLEBOROUGH		HARDWICK	WESTFORD	SHELBURNE	NORTHAMPTON	STOCKBRIDGE	
SAUGUS	READING	NEW BEDFORD		HARVARD	WORCESTER	SHUTESBURY	PALMER	TYRINGHAM	
SOMERVILLE	ROCKPORT	NORFOLK		HOLDEN		SUNDERLAND	PLAINFIELD	WASHINGTON	
STONEHAM	ROWLEY	NORTH ATTLEBOROUGH		HOLLISTON		TEMPLETON	RUSSELL	WEST STOCKBRIDGE	
WAKEFIELD	SALEM	NORTON		HOPEDALE		TOWNSEND	SOUTH HADLEY	WILLIAMSTOWN	
WALTHAM	SALISBURY	NORWELL		HOPKINTON		WARWICK	SOUTHAMPTON	WINDSOR	
WATERTOWN	SWAMPSCOTT	PEMBROKE		HUBBARDSTON		WENDELL	SOUTHWICK		
WELLESLEY	TEWKSBURY	PLAINVILLE		HUDSON		WESTMINSTER	SPRINGFIELD		
WESTON	TOPSFIELD	PLYMOUTH		LANCASTER		WINCHENDON	TOLLAND		
WESTWOOD	WENHAM	PLYMPTON		LEICESTER			WALES		
WEYMOUTH	WEST NEWBURY	RAYNHAM		LITTLETON			WARE		
WILMINGTON		REHOBOTH		MARLBOROUGH			WEST SPRINGFIELD		
WINCHESTER		ROCHESTER		MAYNARD			WESTFIELD		
WINTHROP		ROCKLAND		MEDWAY			WESTHAMPTON		
WOBURN		SCITUATE		MENDON			WHATELY		
		SEEKONK		MILFORD			WILBRAHAM		
		SHARON		MILLBURY			WILLIAMSBURG		
		SOMERSET		MILLIS			WORTHINGTON		
		STOUGHTON		MILLVILLE					
		SWANSEA		NATICK					

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		TAUNTON		NEW BRAINTREE					
		WALPOLE		NORTH BROOKFIELD					
		WAREHAM		NORTHBOROUGH					
		WEST BRIDGEWATER		NORTHBRIDGE					
		WESTPORT							
		WHITMAN							
		WRENTHAM							